INTERNATIONAL MARINE CERTIFICATION INSTITUTE
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CHECKLIST
SMALL CRAFT - OWNER'S MANUAL
Ref.: ISO 10240

FOR **INTERNAL** USE ONLY
Report No.:

Manufacturer:	
Signatory, Name:	
Signatory, Title:	
Phone:	
Fax:	
Email:	
Boat Model Name:	
Boat Model Year:	

	Subject to check	Clause	Requirements	Checked ?
1	Owner's Manual delivered in hardcopy	4.2	[Yes ?]	Yes
2	Owner's Manual in language of the country of intended use	4.2	[Yes ?]	Yes
3	If more than 4 pages, the Owner's Manual has an index	4.2	[Yes / NA ?]	
4	All symbols used are in accordance with ISO 8999 and ISO 11192	4.2	[Yes /]	Yes
5	SI units shall be used in accordance with ISO 1000. Other units, if relevant, are added in brackets	4.3	[Yes ?]	Yes
6	Introductory paragraph is compliant	5.2	[Yes ?]	Yes
7	General information and craft data is provided	5.3	[Yes ?]	Yes
8	The maximum recommended number of persons is determined according to ISO 14946 and ISO 12217	5.4	[Yes ?]	Yes
9	The Warning Note is included	5.4	[Yes ?]	Yes
10	Maximum recommended load includes the weight of all persons, provisions and personal effects, any equipment, consumable liquids	5.5	[Yes ?]	Yes
11	The Warning Note is included	5.5	[Yes ?]	Yes
12	Maximum recommended power is mentioned	5.6	[Yes ?]	Yes
13	Maximum recommended engine mass is mentioned	5.6	[Yes / NA ?]	
14	Information on the location of seacocks and through-hull fittings by a plan, sketch or other means is provided	5.7.1	[Yes ?]	Yes
15	Advice on use of cockpit drains, seacocks and all other opening/closing devices to minimize the risk of flooding	5.7.1	[Yes / NA ?]	
16	Advice on keeping portlights, windows, doors, hatches etc. closed in rough weather or at planing speeds	5.7.1	[Yes / NA ?]	
17	The Warning Note is included	5.7.2	[Yes / NA ?]	
18	Information on the location of each bilge pump and its capacity	5.7.2	[Yes ?]	Yes
19	Operating instructions are provided if relevant	5.7.2	[Yes / NA ?]	
20	Instructions about routine survey and maintenance of bilge pumping system is provided	5.7.2	[Yes ?]	Yes
21	If according to ISO 15083 a bucket or bailer is required, a note has been added stating it is the responsibility of the owner/operator of the boat to have at least one on board.	5.7.2	[Yes / NA ?]	
22	If applicable, the Warning Note is mentioned	5.7.2	[Yes ?]	Yes
23	If applicable, stability and buoyancy information required by ISO 12217-1 is provided	5.7.3	[Yes / NA ?]	
24	If applicable, stability and buoyancy information required by ISO 12217-2 is provided	5.7.3	[Yes / NA ?]	
25	If applicable, stability and buoyancy information required by ISO 12217-3 is provided	5.7.3	[Yes / NA ?]	
26	The statements according to 5.7.3 are mentioned, if relevant	5.7.3	[Yes / NA ?]	
27	If ISO 12217-2 clause 6.8 is applicable, capsize recovery information is mentioned	5.7.4	[Yes / NA ?]	
28	If ISO 12217-3, clause 6.6 is applicable, capsize recovery information is mentioned	5.7.4	[Yes / NA ?]	
29	If relevant, the recommended technique for subsequent bailing is provided	5.7.4	[Yes / NA ?]	
30	If ISO 12217-2 6.8 is applicable, capsize risk information according to ISO 12217-2 is mentioned (Sailing multihulls only)	5.7.5	[Yes / NA ?]	

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Manufacturer:

Boat Model Name:

Boat Model Year:

	Subject to check	Clause	Requirements	Checked ?
31	If ISO 12217-3 6.6 is applicable, capsize risk information according to ISO 12217-3 is mentioned (Sailing Multihulls only)	5.7.5	[Yes / NA ?]	
32	For sailing multihulls, capsize risk information according to ISO 12217-2 is provided	5.7.5	[Yes / NA ?]	
33	Information connected with the risk of fire or explosion is provided	5.8	[Yes ?]	Yes
34	Information and instructions on electrical systems is provided	5.9	[Yes / NA ?]	
35	If a motor craft, information about safe handling of the craft is provided	5.10	[Yes / NA ?]	
36	If a motor craft, information about safe handling of the craft is provided according ISO 11592	5.10.1	[Yes / NA ?]	
37	Engine starting: If an inboard engine is installed, instructions on safe operation when starting an engine are provided	5.10.2	[Yes / NA ?]	
38	Engine starting: If an outboard engine, instructions for safe operation when starting an engine are provided according to ISO 11547	5.10.2	[Yes / NA ?]	
39	Emergency steering: Location and operation are indicated	5.10.3	[Yes / NA ?]	
40	Man-overboard prevention and recovery: information according to ISO 15085 is provided	5.11.1	[Yes / NA ?]	
41	If liferaft stowage, the location is identified	5.11.2	[Yes / NA ?]	
42	Danger from moving parts of machinery: instructions to avoid moving parts of engine, shafts etc., and if relevant details concerning guards are provided	5.11.3	[Yes / NA ?]	
43	Ventilation when using combustion device: The information and Warning Note are provided	5.11.4	[Yes / NA ?]	
44	Ventilation when using combustion device: The information required by ISO 10239 is provided	5.11.4	[Yes / NA ?]	
45	Recommendations given about securing loose equipment when underway	5.11.5	[Yes ?]	Yes
46	Information in regards to respect for environment is provided	5.11.6	[Yes / NA ?]	
47	Use of holding tanks: The information is provided	5.11.7	[Yes / NA ?]	
48	Information for use of holding tanks, if fitted, as required by ISO 8099 is provided	5.11.7	[Yes / NA ?]	
49	Information required by ISO 15084 for anchoring, mooring and towing is provided	5.11.8	[Yes ?]	Yes
50	Mass of the trailering condition is provided, if relevant	5.11.9	[Yes / NA ?]	
51	Warning to use a suitable trailer is provided, if relevant	5.11.9	[Yes / NA ?]	
52	Any other information relevant for the safe operation of the craft is provided	6	[Yes ?]	Yes
53	The general introduction information is provided	Annex A	[Yes / NA ?]	
54	Information required by ISO 6185 is provided, if applicable	Annex B	[Yes / NA ?]	
55	Information required by ISO 8099 is provided, if applicable	Annex B	[Yes / NA ?]	
56	Information required by ISO 8846 is provided, if applicable	Annex B	[Yes / NA ?]	
57	Information required by ISO 9094 is provided, if applicable	Annex B	[Yes / NA ?]	
58	Information required by ISO 10133 is provided, if applicable	Annex B	[Yes / NA ?]	
59	Information required by ISO 10239 is provided, if applicable	Annex B	[Yes / NA ?]	
60	Information required by ISO 11105 is provided, if applicable	Annex B	[Yes / NA ?]	
61	Information required by ISO 11547 is provided, if applicable	Annex B	[Yes / NA ?]	
62	Information required by ISO 11591 is provided, if applicable	Annex B	[Yes / NA ?]	
63	Information required by ISO 11592 is provided, if applicable	Annex B	[Yes / NA ?]	
64	Information required by ISO 12217 is provided, if applicable	Annex B	[Yes / NA ?]	
65	Information required by ISO 13297 is provided, if applicable	Annex B	[Yes / NA ?]	
66	Information required by ISO 14895 is provided, if applicable	Annex B	[Yes / NA ?]	
67	Information required by ISO 14946 is provided, if applicable	Annex B	[Yes / NA ?]	
68	Information required by ISO 15083 is provided, if applicable	Annex B	[Yes / NA ?]	
69	Information required by ISO 15085 is provided, if applicable	Annex B	[Yes / NA ?]	
70	The Declaration of Conformity is included in the Owner's manual	RCD	[Yes ?]	Yes

Comments:

Date and Signature: